

KentuckyHistoricalSociety

HISTORICAL MARKER PROGRAM

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The Kentucky Historical Marker Program, administered by the Kentucky Historical Society in cooperation with the Kentucky Transportation Cabinet, commemorates historic sites, events and personalities throughout the commonwealth. The goal is to connect events, people and sites to bring the past to life, and to increase the public's awareness of Kentucky history. The subjects of the more than 2,000 markers vary widely, but all mark sites that local communities have recognized as important to local, regional, state, or national history.

Through the program, the wealth of Kentucky history is made accessible along the state's highways. The markers are on-the-spot history lessons that add drama and interest to travel for both native Kentuckians and out-of-state visitors.

HOW TO SUBMIT AN APPLICATION FOR A HISTORICAL MARKER

Taking a subject from an idea to a finished marker takes time, thought and the work of many people. Marker applications are accepted twice a year: April 1 and Oct. 1. After each deadline, an advisory committee meets to review applications and make recommendations as to whether they should be accepted, resubmitted or rejected. Up to 15 applications may be accepted in each review process.

STEPS TO COMPLETING A MARKER APPLICATION:

1. **Request a Historical Marker Application Package from the Kentucky Historical Society.** You can also download an application package from the KHS website at www.history.ky.gov.

2. **Notify your county chairperson** that you are preparing an application. The chairperson can assist you with the application (contact the Kentucky Historical Marker Program for the name and phone number of your county chairperson).

3. **Complete the application package**

Application must include:

- a. Application cover sheet
- b. Information about proposed marker
- c. Text page
- d. Documentation sheet
- e. Funding sources
- f. Copies of the pages from each reference that documents marker text
- g. List of local organizations, including contact information, supporting your marker

4. **Submit FOUR COMPLETE COPIES of the application and supporting materials by the appropriate deadline** (please do not put these in binders).

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5. **Community consensus.** Kentucky Historical Markers become highly visible, permanent features of the local sites where they are placed. It is, therefore, important for applicants to secure a significant degree of community consensus, preferably even before the formal application is made. Unanimity is difficult to achieve, but clearly the significant local groups should be supportive. The identity of these groups may vary from place to place but should typically include local historical organizations, local government, patriotic societies, veterans' groups and organizations involved in historic preservation

COST OF A KENTUCKY HISTORICAL MARKER

Once a marker subject is approved, the organization that or individual who submitted the application is responsible for obtaining the funds to pay for the fabrication of the marker. The cost for fabrication is:

- \$2,300 if the text is the same on both sides of the marker.
- \$2,500 if the text is different.

The funds for fabricating the marker must be received by the Kentucky Historical Marker Program office before the order can be placed. Some suggestions for raising funds in your community include:

- Ask a business, corporation or civic organization in your community to contribute funds. (We can include the name of one sponsoring organization on each side of the marker.)
- Ask members of your community to contribute.
- If the marker is about a specific person, ask descendants of that person to contribute.
- Hold a special fundraising event.

GUIDELINES FOR KENTUCKY HISTORICAL MARKER PROGRAM

1. Applications for markers will be reviewed twice a year by a historical advisory committee.
2. Up to 15 markers can be approved at each review meeting.
3. The initial acceptance is for the subject only. Once the subject has been accepted, the text of the marker and its accompanying documentation are thoroughly checked by the Kentucky Historical Marker staff to ensure that they meet the required standards for historical accuracy.
4. Markers cannot be approved for:
 - A living person or a person who died less than 15 years ago
 - A purely genealogical or family subject
 - An individual or business if the primary value of the marker is to provide financial benefit to that person or business
 - A cemetery, unless someone significant to Kentucky history is buried there or unless a historically significant event is connected with it
 - A church, unless it meets one of the following criteria:
 - The church is connected with a significant historical event or person
 - The church congregation has existed, uninterrupted, for at least 150 years
 - The church building itself was constructed over 100 years ago and has been used continuously by the same congregation
 - The building has historically significant architectural features.

5. Marker *locations* will not be approved for places where they will create traffic hazards or where they are not acceptable to the property owner or the governmental agency having jurisdiction. The

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final decision for placement of a marker on public highways rests with the Kentucky Transportation Cabinet.

6. Marker *text* will not be approved unless it accurately presents verifiable historical information. The documentation supporting the marker texts should be based on reliable, original sources whenever possible. *Wikipedia is not accepted as a source.* The text should also conform to the limitations on the number and length of lines (see page 3 of application).

TIMETABLE FOR MARKER APPLICATIONS

Application deadline	April 1, 2011	Oct. 1, 2011
Decision of advisory committee Yes, no, or resubmit	June 1	Dec. 1
Data verification process Program staff verifies all information and checks each documented source. Staff may be in touch with the applicant if additional documentation is needed or if inconsistencies are found.	June 1- July 31	Dec. 1- Jan.31
Text editing process Text is written and submitted to program staff for final editing. This edited text is then returned to the applicant for review.	Aug. 1- Sept. 30	Feb. 1- March 31
Payment due Payment must be made in full by this date so that the order for fabrication can be placed.	Oct. 1	April 1
Date set for dedication (subject to approval of final text) The date for the marker dedication should be set by this date in order to allow enough time for publicity and planning.	Oct. 1	April 1
Fabrication Order for marker is placed; marker is fabricated and returned to appropriate district highway office of Kentucky Department of Highways for installation.	Oct. 1- Dec. 31	April 1- June 30
Marker installation and dedication program	Must be completed by June 1, 2012	Must be completed by Dec. 1, 2012

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SAMPLE—Documentation Sheet

Use this as a guide to submitting documentation (see page 4 of application).

Marker subject Lt. Presley N. O'Bannon, USMC	Name of person completing application Joe Smith
Facts List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.	Sources Each fact must be verified with notation of the source material. Include a copy of the page from each document that was used.
First American to raise U.S. flag on foreign soil.	"Acts of Kentucky," 1920, p. 734.
At Battle of Derne on shores of Tripoli, April 27, 1805.	The Register of the Kentucky Historical Society, vol. 18, no. 52, pp. 73-76 and vol. 54, pp. 21-23.
Led attack that overcame Barbary Coast pirates who were holding American seamen for ransom.	The Register of the Kentucky Historical Society, vol. 18, no. 54, pp. 21-23.
Served in state legislature 1812, 1817, 1820-21.	The Register of the Kentucky Historical Society, vol. 18, no. 52, pp. 480, 776. "The Story of Logan County," Edward Coffman, p. 113.
Served in Senate 1824-26.	"Collins's Historical Sketches of Kentucky," p. 480.
Died in 1850.	Information on gravestone in Frankfort Cemetery.

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HISTORICAL MARKER APPLICATION FORM COVER SHEET

THIS APPLICATION IS FOR:

- ☐ April 1, 2011 deadline
- ☐ Oct. 1, 2011 deadline

INFORMATION ABOUT APPLICANT:

Name of organization or individual submitting application:		
Address:		
Name and address of contact person for this application (if different from above):		
Daytime phone number:	Fax number:	E-mail address:
Signature of person submitting application:		
Name and address of local newspaper:	State Representative Dist.: State Senate District: U.S. Congressional District:	
Signature of County Marker Chairman:		

FOR OFFICE USE ONLY:

Application number:	Date application received:
<input type="checkbox"/> Application submitted to advisory committee <input type="checkbox"/> Documentation verified <input type="checkbox"/> Text written and edited <input type="checkbox"/> Text approved by historical committee <input type="checkbox"/> Funds received to pay for marker fabrication <input type="checkbox"/> Marker text submitted to manufacturer <input type="checkbox"/> Marker received by highway department <input type="checkbox"/> Marker installed and ready for dedication	County Chairman:
	District Highway Office:
	Proposed date for dedication:
	Decision of Advisory Committee: YES NO RESUBMIT

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APPLICATION FORM PROPOSED MARKER INFORMATION

Subject of proposed marker:		This marker have: <input type="checkbox"/> The same text on both sides <input type="checkbox"/> Different text on each side
This marker will feature: <input type="checkbox"/> A historic person <input type="checkbox"/> A building or historic site <input type="checkbox"/> A historic event <input type="checkbox"/> Other		
Briefly, why is this subject significant to Kentucky history? 		
Suggested location: <input type="checkbox"/> On street, road or highway <input type="checkbox"/> On public grounds <input type="checkbox"/> On private grounds (name of owner):		Address and description of suggested location:
County:	Nearest city or town:	Distance and direction from city/town:
Is there space near the proposed site to pull off the road and read the marker inscription? 	Is there a proposed date for the dedication of the marker? Is this date an anniversary or other special date appropriate for this marker dedication? <i>(Please do not announce the dedication date for this marker until you are notified by the Kentucky Historical Marker Program Office that the marker has been approved and that it will be ready in time for your proposed date.)</i> 	
How will your organization find funds for the cost of manufacturing the marker? 		

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APPLICATION FORM TEXT PAGE

Please submit your proposed text. Remember that each side of the marker is limited to only one headline, 10 lines of text of up to 33 letters and spaces and a sponsorship line. Once the facts are verified and the text is edited by the program office, you will be asked to approve it before the marker is ordered.

Marker side one:
Marker side two (if two-sided):

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APPLICATION FORM DOCUMENTATION SHEET

Please copy this page as many times as necessary to include all important facts.

Marker subject:	Name of person completing application:
Facts List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.	Sources Each fact must be verified with notation of the source material. Include a copy of the page from each document that was used.